

Child First
Department of Pediatrics
Yale New Haven Children's Hospital at Bridgeport

Job Description
Care Coordinator

Child First is a federally designated evidence-based home visiting intervention embedded in an early childhood system of care. The primary goal of Child First is to identify vulnerable young children as early as possible in order to decrease the incidence of serious emotional disturbance, developmental and learning problems, and abuse and neglect.

Summary of Job Responsibilities: The Child First Care Coordinator will work as part of a team with the Child First Mental Health and Developmental Clinician in the home with vulnerable young children and families. S/he will work directly with families to develop a comprehensive, well-coordinated, culturally responsive family driven plan of services and supports that includes the young child and all family members, and s/he will provide hands on assistance to families to access these community resources. The Care Coordinator will address barriers to services access by reflecting on the parent's challenges, and support the Clinician in providing parent guidance and therapeutic intervention.

Qualifications:

- Bachelors degree in child development, psychology, nursing, human services, or related field.
- A minimum of three years working with ethnically diverse families with young children under the age of six years.
- Formal training and experience in child development, parent-child relationships, and with family risk factors that interfere with the nurturing relationship (e.g., poverty, homelessness, maternal depression, domestic violence, substance abuse, teen parenthood, cognitive challenges).
- Experience working in the homes of clients and community sites.
- Cultural competence; ability to speak a second language (Spanish, Portuguese, Creole, other), highly valued.
- Strong commitment to the vision, mission, and goals of Child First.
- Highly organized, self-motivated, flexible, and able to work as part of a team.
- Familiarity with Bridgeport services and supports, highly valued.
- Excellent oral, written, and computer skills, including expertise with Word, Excel, and web-based applications.
- Available to work a minimum of one evening a week to accommodate a home visit starting no earlier than 5:30 pm. Willingness to work flexible, non-traditional hours when necessary to meet the needs of families.
- Use of personal vehicle and appropriate insurance.

Responsibilities:

- Work in close partnership with the Child First Mental Health and Developmental Clinician and the family.

- Research community-based services and supports, and actively connect families with these resources.
- Provide parenting support and psycho-educational services to parents, with direct consultation and supervision from the mental health/developmental clinician, as appropriate.
- Work in partnership with the family and chosen service providers to develop strengths-based, culturally competent, family-driven service and treatment plans.
- Work flexible, non-traditional hours when necessary to meet the needs of families. This includes working a minimum of one evening a week to accommodate a home visit starting no earlier than 5:30 pm.
- Arrange child/family specific meetings with family, family determined supports (friends or relatives), and providers who currently or potentially could offer services or supports to a family, when appropriate.
- Support the family's attendance and comfort at all collaborative meetings.
- Arrange transportation for the family to services or collaborative meetings, as appropriate.
- Monitor and facilitate access to services to assure that goals of the Child and Family Plan of Care are accomplished. Identify barriers to service access and work with the family and Child First team to address these.
- Provide parenting and psycho-educational support to parents, with direct consultation and supervision from the Mental Health/Developmental Clinician, as appropriate.
- Participate in Child First weekly, individual, team, and group supervision and in all Learning Collaborative activities.
- Track completion of all assessments and enter into the appropriate database.
- Keep all appropriate documentation for clinical accountability and reimbursement.
- Submit all necessary documentation for reimbursement for services in a timely manner.
- Participate in other clinical and administrative activities as appropriate.
- Participate in the Early Childhood System of Care Collaborative, and other collaborative meetings, conferences, and trainings as appropriate.
- Work under the direct supervision of the Child First Clinical Director.

Responsible to:

- Clinical Director, Child First
- Kristina Foye, MSW
Program Director, Child First
- Darcy Lowell, M.D.
Executive Director, Child First
Section Chief, Developmental and Behavioral Pediatrics, Bridgeport Hospital
- Harris Jacobs, M.D.
Chairman, Department of Pediatrics, Yale New Haven Children's Hospital at Bridgeport

Position:

- Full-time flexible, exempt, staff position within the Department of Pediatrics, Bridgeport Hospital, Yale-New Haven Health System.
- Competitive salary commensurate with education and experience.
- Comprehensive Yale-New Haven Health System benefits.